

JUDICIARY REQUISITION FORM

To: Finance Department
 Administrative Office of the Courts
 Maryland Judicial Center
 580 Taylor Avenue
 Annapolis, MD 21401
 (410) 260-1592 Telephone
 (410) 260-1290 Fax

Date submitted _____ **200**____
Requestor: _____
Address: _____

Telephone: _____
Email: _____
Fax: _____

I.

<i>QTY.</i>	<i>Unit of Measure</i>	<i>Description</i>	<i>Unit Cost</i>	<i>TOTAL</i>
		TOTAL COST		

2. Competitive Bids Attached (3)

- ☐ Yes
☐ No

3. Sole Source

- ☐ Yes, attach justification
☐ No

4. Acquisition Needed by: _____ (date)

Ship To: _____

☐ Inside Delivery

5. Accounting Code (To be completed by requesting office)

Program ID _ _ _ _ _
 Project ID _ _ _ _ _
 Object ID _ _ _ _ _
 FY 20____ Budget

- ☐ Budgeted Acquisition
☐ Unbudgeted Acquisition

6. Recommended Vendor: _____

Fed. ID No. _____

Phone No: _____

Fax No: _____

Vendor Contact: _____

7. Funding Certification

(To be completed by AOC Finance Dept.)

Program _____

Project _____

Object _____

Approved _____ Date _____

8. Approved by Office/Department Head: _____

Date: _____

9. Reviewed by Procurement & Contract Administration: _____

Date: _____